

## LEGAL NOTICE TO BIDDERS

Sealed bids for Rollout Waste Containers and/or Recycle Bins/Carts for the City of Olive Branch will be received at the Mayor's Conference Room at City Hall, 9200 Pigeon Roost, Olive Branch, MS 38654, until 2:00PM, Friday, May 27, 2022. Bids will be publicly opened and read aloud. Bids shall remain valid for a period of five (5) years after award. Sealed bids submitted prior to the bid opening should be sent to City Clerk's Office at City Hall, 9200 Pigeon Roost, Olive Branch, MS 38654.

For this project, electronic bids will also be accepted through [www.centralbidding.com](http://www.centralbidding.com). All electronic bids must be signed by an individual authorized to bind the bidder. All electronic bids must be regular in every respect and no interlineations, exclusions, or special conditions shall be made or included in the bid. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

Specifications and Contract Documents may be picked up at the office of Karen McNeil, Purchasing Manager, 9200 Pigeon Roost Road, Olive Branch, Mississippi (662-892-9208) or at [www.centralbidding.com](http://www.centralbidding.com).

Bids not submitted electronically must be submitted in a sealed envelope, addressed to the City Clerk, City of Olive Branch, 9200 Pigeon Roost Road, Olive Branch, Mississippi 38654. Each envelope must be plainly marked on the outside as "Rollout Waste Containers and/or Recycle Bins/Carts" and must bear on the outside the date the bid proposal is to be opened.

Addendums to the bid package will be issued through Central Bidding or the office of Karen McNeil, Purchasing Manager; therefore, all prime bidders shall be responsible for downloading the bid documents from the Central Bidding website or receiving them directly from the City of Olive Branch in order to be included in the Plan Holders List. Bidders must enter the addenda numbers in their bid to verify receipt.

A pre-bid meeting will be held at 10:00AM on Monday, May 16, 2022 in the first floor conference room of City Hall. Bidders will be allowed to deliver all required samples at this meeting.

City of Olive Branch reserves the right to reject any or all bids, to waive irregularities and informalities in the bids deemed to be in the best interests of City of Olive Branch, and to reject nonconforming, nonresponsive, or conditional bids. The City anticipates award to the lowest and best responsible and responsive bidder.

WITNESS MY SIGNATURE THIS THE 19<sup>th</sup> DAY OF April, 2022

/s/ TENA STEWART, CITY CLERK

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Copies to: DeSoto County Tribune- [legals@dtclick.com](mailto:legals@dtclick.com)  
MPTAP  
Karen McNeil, Purchasing Manager  
Tena Stewart, City Clerk